

## TRAINER

### **PURPOSE AND NATURE OF WORK**

Single position in this class assures personnel training required by the National Electric Reliability Corporation's standards are planned, professional and complete under strict time guidelines and meet Department of Energy requirements, and administers / performs any other training authorized by the Utility for its personnel. Incumbent works with substantial independence under the supervision of Utility's Employee Development Coordinator and has no supervisory responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyzes applicable standards, identifies subject matter experts, identifies personnel affected, performs task analyses, determines training required to prove competence, designs appropriate instruction and skills or written tests to prove competence. Performs training, testing in order to comply with applicable standard. Prepares and maintains complete records of training and proof of competence. Notifies affected employees of training requirements, monitors attendance, works with supervisors to solve problems of attendance and scheduling. Performs evaluations of training programs. Produces records, documents, forms for triennial and unscheduled NERC audits, assures deadlines are met. Reviews all methods and materials annually and revises as necessary.

Incumbent also administers, participates in, conducts and keeps records of Louisiana Department of Health and Hospitals required training and certification of water and waste water plant and system personnel. Conducts training in non-technical matters and coordinates trainers in technical matters, such as Cardio Pulmonary Resuscitation, Hazardous Materials, Defensive Driving, Storm Water procedures, state Ethics and Critical Decision Making. Also assists in the Departmental safety, accident reduction and medical leave use programs, database maintenance and related tasks.

Develops a library of training materials, arranges for technical experts to perform training sessions, updates and revises practices as needed.

May also perform training for Departmental personnel and supervisors in any other area desired, such as Employee Performance Evaluation, communications, customer service skills, as well as participate in employee orientation presentations.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of the training methods and materials used in employee development programs, adult education and as applicable to electric and water / waste water utilities.

Knowledge of regulatory environment that places training requirements on the Utility.

Ability to read, comprehend and analyse standards applicable to technologically complex work methods and materials.

Ability to identify subject matter experts in technologically complex work, work with them to identify personnel affected by standards, perform task analyses of their jobs.

Ability to prepare or obtain instructional methods / materials, conduct or arrange effective training, prepare and use professional quality measures of competence; as well as assess their effectiveness.

Ability to prepare, administer and constructively apply data bases and records of standard application, task analyses, training, proof of competence.

Ability to form and maintain constructive relationships with employees, managers, regulatory staff, auditors and outside professionals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Baccalaureate degree in a field related to behavioral sciences, adult education and training, supplemented by prior professional experience in the field of employee development, group training, job analyses and test construction. Certification in the Department of Energy's Systematic Approach to Training is also desired.